



NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
JOINT FORCE HEADQUARTERS
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ARMY BULLETIN NO. 55

22 December 2005

FOOD SERVICE RECORDS MAINTENANCE (ARIMS) (G4)

1. References.

- a. AR 30-22, dtd 10 May 2005, Subject: The Army Food Program.
- b. DA Pam 30-22 dtd 30 Aug 2002
- c. AR 25-400-2, dtd 15 November 2004, Subject: The Army Record Information Management System, (ARIMS).

2. In accordance with the above regulations, units will maintain monthly food service records. This system will replace any previous requirements, which mandated that units maintain a separate MARKS file for each month. Units are still required to maintain food service files however, they will be maintained by month utilizing the ARIMS labeling system. The following guidance is provided to assist you in the development of this program.

- a. Develop FY-06 Food Service ARIMS filing system.
- b. Place a copy of this bulletin in the initial, General Food Program ARIMS folder, which authorizes you to maintain your files by month.
- c. The monthly food service ARIMS file folder must contain the following documentation:
 - (1) DA Form 5913 (Strength and Feeder Report) ***REQUIRED FOR EACH UNIT This form must be signed by the Company Commander.***
 - (2) DA Form 3294 (Ration Request Form) ***This form must be signed by the Company Commander or Food Service Officer.***
 - (3) DA Form 3034 (Production Sheet)
 - (4) TISA draw sheet
 - (5) DA Form 5913 (Strength Report) ***CONSUMED MEALS. This form must be signed by the Commander.***
 - (6) If unit is subsisting on local vendor rations, unit must maintain the following:
 - (a) DA Form 5913 (Strength and Feeder Report) for each unit.

(b) DA Form 3953 (Purchase Request and Commitment), with copies of invoices and or receipts.

(c) DA Form 3032 (Signature Headcount Sheets) for each vendor meal consumed.

(7) Units will maintain DA Form 5914-R (Ration Control Sheet) for each type of meal requested kept in a separate file (MREs, A Rations, UGR-A, Heat and Serve and Vendor meals).

(8) Units will maintain DA Form 3234-R Inventory Record in a separate file for each month.

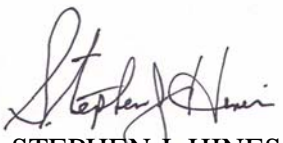
(9) Units will maintain a separate Annual Training food service ARIMS file to document food service forms that are Annual Training specific.

3. Copies of DA Form 3294 (Ration Request) will be turned in to JFHQ-NJ ATTN G4, 90 days prior to the scheduled drill. Files will be reviewed for the previous month at the first LATW meeting after each drill. *Example:* October's records will be reviewed during November's LATW meeting.

4. By adhering to these requirements it will be easier for MSCs to manage their subordinate units Food Service Records for each IDT weekend and still be in compliance with AR 30-22 and AR 25-400- 2.

5. POC for this information is CW2 John S. Garrison at (609) 562-0281.

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